

JUN 18 1953

File

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Employee Awards for Suggestions

1. The Agency Incentive Awards Committee, in its meeting of 28 May 1953, approved the following awards of \$100 or more in accordance with the provisions of Regulation 20-630:



25X1A

This suggestion has been put into effect and the estimated first year's savings are expected to amount to approximately \$8,264.00.

(2) Award Approved:

(a) Cash award of \$245.00.

(b) Certificate of Award.

25X1A

B. [REDACTED]
Industrial Register Division
Office of Collection & Dissemination

- (1) Suggestion: The suggester proposes that entries be included for listing in the Industrial Register/OCD area analyst work book, "A Listing" to provide coordinates of each city in area.

This suggestion has been put into effect and the estimated first year's savings are expected to amount to approximately \$1,942.00.

SECRET
Security Information

25X1A

SUGGESTION: In conjunction with regular analytical duties, analysts in the Industrial Register Division should prepare coordinates of each city in the Industrial Listing. This procedure would provide an up to date gazetteer at the time the Listing is used to fill requests for data.

EVALUATION: The Incentive Awards Committee found that:

1. The additional duty given to each analyst represents a very minor expenditure of time, which is recovered later many times over, once the information is recorded for future reference.
2. Monetary savings during the first year of adoption are estimated to be \$1942.50.

Attachments:

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